



Date: October 13, 2021  
To: All Vendors  
Subject: Addendum #1

**REFERENCE: Q083-21 Engineering Services for Rotation List for Water and Wastewater Projects**

This Addendum forms part of the contract and clarifies, corrects or modifies original RFQ document.

**Question 1:** Is the prime firm required to perform all services in-house? Will teaming arrangements be considered non-compliant?

**Answer 1:** The prime firm is not required to perform all Services in-house. On Page 8 of the RFQ, there is a statement that the maximum recommended amount of sub-consultant work shall be **25%**.

**Question 2:** Can you clarify what information you're seeking for Section 2, and if we do indeed need to state if our firm is ISO9001 certified?

**Answer 2:** Describe the Firm's Quality assurance/Quality Control program (checks & balances) on the design work produced by the Firm. Make special note if the Firm has ISO 9001 and or any other pertinent certifications.

**Question 3:** Can you please clarify the pagination requirements? "E. Pagination – All pages of the submittal should be numbered sequentially within each section in Arabic numerals (1, 2, 3, etc.) Attachments should be numbered or referenced separately." We are planning our submittal to have four sections as stated in the SOQ response format requirements and attachments. Do you need for Section 1's pages be numbered sequentially and then restart at number 1 on section 2, etc.? Or do we treat the entire response of Sections 1-4 as one section?

**Answer 3:** All pages should be numbered in sequential order, regardless of the number of sections. For example, Section I will be numbered 1-20, Section II will be numbered 21-30, etc.

**Question 4:** Customer Reference Worksheet question: Is there a worksheet we need to fill out? We do not see a form for that in the RFQ. Please advise.

**Answer 4:** The Customer Reference Worksheet is not required.

**Question 5:** Does form HB89 need to be notarized and submitted with RFQ?

**Answer 5:** Yes, HB89 shall be notarized and submitted with RFQ response.

**Question 6:** On the Required Forms Checklist, there are line items for the following that are not located or referenced elsewhere in the RFQ: Senate Bill 252, Byrd Anti-Lobbying Certification and Previous Customer Reference Worksheet. Should I mark those documents as “No” (not submitted with RFQ) or, if required, can you direct me to where I can find the forms?

**Answer 6:** The forms mentioned are not required to be submitted with the RFQ response. They can be marked on the Required Checklist form as “No”.

The signature of the company agent, for the acknowledgement of this addendum, shall be required.  
**Complete information below and return via e-mail to: [dsolitaire@brownsville-pub.com](mailto:dsolitaire@brownsville-pub.com)**

I hereby acknowledge receipt of this addendum.

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

If you have any further questions about the RFQ, call 956-983-6366.

***Diane Solitaire***

Purchasing